

From: Elaine Walby on behalf of Planning.Responses
Sent: 13 January 2026 16:02
To: Planning Scanning
Subject: FW: CM/42/25/L - Bailiffscourt- Further clarification required

Elaine Walby
Technical Support Assistant
Planning Services

T: 01903 737 904
E: elaine.walby@arun.gov.uk

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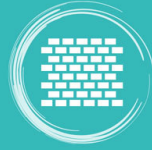
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From: Silvie Steiningerova <Silvie.Steiningerova@arun.gov.uk>
Sent: 13 January 2026 14:01
To: Planning.Responses <Planning.Responses@arun.gov.uk>
Subject: FW: CM/42/25/L - Bailiffscourt- Further clarification required

Good afternoon,

Please upload the below email chain to Planning, CM/42/25/L, Planning Correspondence, Further Conservation Officer Response, Redacted.

Many thanks,
Silvie Steiningerova
Planning Officer, Planning Department

T: 01903 737702
E: silvie.steiningerova@arun.gov.uk

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From: Martyn White <Martyn.White@arun.gov.uk>
Sent: 13 January 2026 12:07
To: Silvie Steiningerova <Silvie.Steiningerova@arun.gov.uk>
Subject: RE: CM/42/25/L - Bailiffscourt- Further clarification required

Hi,

I am so sorry for not responding to you – for some reason I thought that I had done.

I have reviewed the email, and the approaches identified by the agent look to be acceptable. it is positive that they are happy to maintain an ongoing dialogue during implementation

I also agree with them regarding the use of appropriately worded conditions

I am in the office today if it would help to discuss further

I am sorry for not responding to you sooner

Kind Regards

Martyn

Martyn White
Principal Conservation Officer, Planning

T: 01903 737717
E: Martyn.white@arun.gov.uk

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From: Silvie Steiningerova <Silvie.Steiningerova@arun.gov.uk>
Sent: 13 January 2026 09:59
To: Martyn White <Martyn.White@arun.gov.uk>
Subject: FW: CM/42/25/L - Bailiffscourt- Further clarification required

Hi Martyn,

Sorry to be chasing you, but would you be able to review the below further response from the agent regarding the above application?

I have to determine the application by Thursday and wanted to make sure the proposal was ok with you.

Many thanks,
Silvie Steiningerova
Planning Officer, Planning Department

T: 01903 737702
E: silvie.steiningerova@arun.gov.uk

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From: Silvie Steiningerova
Sent: 05 January 2026 10:35
To: Martyn White <Martyn.White@arun.gov.uk>
Subject: FW: CM/42/25/L - Bailiffscourt- Further clarification required

Hi Martyn,

Following your comments on the application CM/42/25/L I have received the below response from the agent. Please can you let me know if this is satisfactory or do you wish to provide further comments?

As the application deadline is 16th January, I am sending an email rather than an official consultation response.

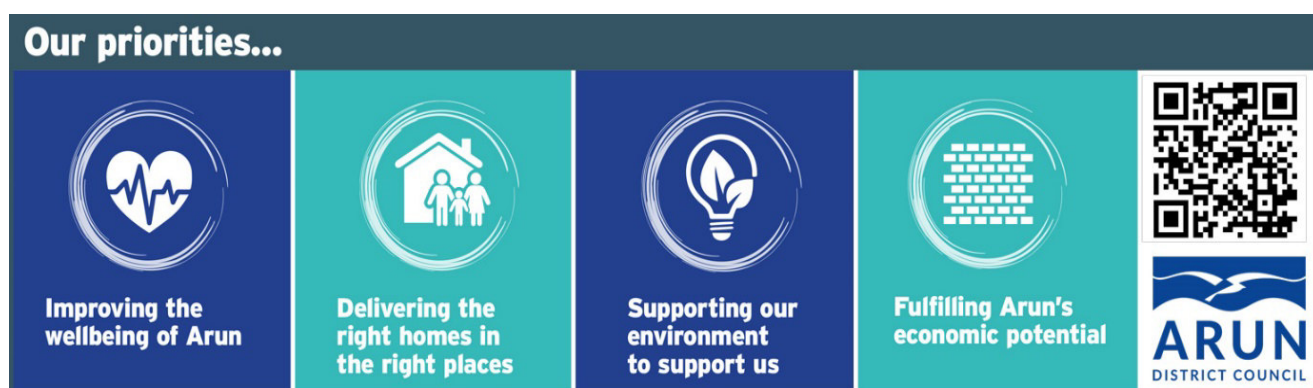
Kind regards,
Silvie Steiningerova
Planning Officer, Planning Department

T: 01903 737702
E: silvie.steiningerova@arun.gov.uk

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From: Ben Kirk [REDACTED]
Sent: 05 January 2026 09:58
To: Silvie Steiningerova <Silvie.Steiningerova@arun.gov.uk>
Cc: Natalie Aldrich <[REDACTED]>
Subject: Re: CM/42/25/L - Bailiffscourt- Further clarification required

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Silvie

Many thanks for the email.

In answer to your queries I would comment as follows:

Rainwater Goods

The plans state "Repair or replace existing guttering with like for like" - It is the intention to repair these wherever possible but there may be the need to replace if found to be beyond repair. We will not know this until works start. The intention is not to alter the profile. We would wish to reassure you that the priority will be to repair and only replace where absolutely necessary. - Could this be controlled with a suitably worded condition?

Roof Works

We are happy to maintain an ongoing dialogue during implementation to ensure that no issues arise in carrying out this element of the scheme.

Other

The pointing will be to match existing as far as possible and will be to the areas shown as loose brickwork which need rebuilding. Appendix 2 of the submitted Heritage Statement includes a specification and method statement for this. If sample panels are required these can be provided by condition.

The windows will be reinstated, not replaced. Apologies if this was not clear with the wording.

I hope that this clarifies things but if you require anything further please let me know.

Kind Regards

Ben Kirk

MSc Timber Building Conservation, IHBC

Managing Director

Manorwood

Suite 114

26 The Hornet

Chichester

West Sussex
PO19 7BB



From: Silvie Steiningerova <Silvie.Steiningerova@arun.gov.uk>
Sent: Monday, January 05, 2026 08:33
To: Ben Kirk [REDACTED]
Subject: CM/42/25/L- Further clarification required

Good morning,

I am the case officer for the above planning application and have reviewed the comments provided by our Conservation Officer.

While he is generally satisfied with most aspects of the proposal, there are several points that require further clarification.

Please refer to the notes below and provide your response at your earliest convenience, but no later than **9 January**.

Rainwater Goods

There is currently no evidence to confirm that the existing lead rainwater goods are beyond repair. While the proposed replacement on a like-for-like basis seeks to reduce the risk of water ingress and associated harm to sensitive historic fabric, I would want reassurance that any existing fabric is beyond repair before full replacement is undertaken. I would also like clarification on whether the proposed dimensions replicate the existing or are increased to address higher rainfall demands. The additional downpipes and hopper, designed to match the existing in material and profile, would further enhance performance while remaining sympathetic to the building's character and significance.

Roof Works

The works to the roof appear logical and acceptable in this instance. However, it would be helpful to maintain an ongoing dialogue with the agent and applicant during implementation to ensure that no issues arise in carrying out this element of the scheme.

Other

The other areas appear acceptable. However, it would be helpful to understand what the proposed repointing will look like, particularly as the extent of work is unclear. This would allow a better assessment of its potential impact.

I note from the heritage statement that reference is made to the removal of windows to facilitate repair works, with the windows stated as being "replaced" upon completion. It is not clear why they would be replaced rather than reinstated. Please can this be checked and clarified, as reinstatement of the original windows would be the preferred approach to retain historic fabric.

Conclusion

Further information has been requested to ensure that the full impact of the proposals can be properly assessed. At this stage, most elements of the scheme appear suitable, subject to clarification on the extent and appearance of repointing, confirmation regarding the approach to rainwater goods (including dimensions and repair feasibility), and assurance that any temporary removal of windows will result in reinstatement rather than replacement. Ongoing dialogue during roof works is also recommended to avoid implementation issues.

Kind regards,

Silvie Steiningerova

Planning Officer, Planning Department

T: 01903 737702

E: silvie.steiningerova@arun.gov.uk

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